

Hazard Review and Work Authorization for Office Moves


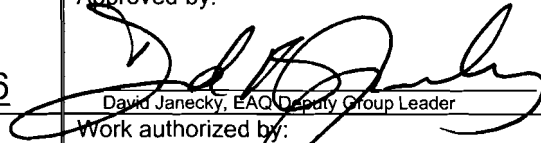


Purpose This Ecology and Air Quality Group (EAQ) hazard review (HR) describes the activities involved in office moves.

Scope This HR applies to office moves at all locations where group members may be located.

History of revision This table lists the revision history and effective dates of this Hazard Review.

Revision	Date	Description Of Changes
0	06/20/06	New document

Signatures

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06/22/06

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Users are responsible for ensuring they work to the latest approved revision.

Activity Description/Overview

Work tasks/Steps	Hazards, Concerns, and Potential accidents; Likelihood/ Severity	Controls, Preventive Measures (e.g., safety equipment, administrative controls, etc.)	Hazard Level from IMP 300-00-00 Hazard Grading Matrix
Boxing office materials	Lifting and normal office hazards. Improbable / moderate = minimal	Use proper lifting techniques (use legs, keeping your back as close to vertical as possible). Get help to lift large/heavy items. Use care when setting down boxes and equipment to prevent smashed fingers/toes. Use caution when plugging in electrical equipment and inspect all equipment before use. (see prerequisites)	Low
Moving boxes, ancillary furniture and computers.	Lifting and normal office hazards. Improbable / moderate = minimal	Use proper lifting techniques (use legs, keeping your back as close to vertical as possible). Get help to lift large/heavy items. Use care when setting down boxes and equipment to prevent smashed fingers/toes. (see prerequisites)	Low
Setting up office and systems.	Lifting and normal office hazards. Improbable / moderate = minimal	Use proper lifting techniques (use legs, keeping your back as close to vertical as possible). Get help to lift large/heavy items. Use care when setting down boxes and equipment to prevent smashed fingers/toes. Use caution when plugging in electrical equipment and inspect all equipment before use. (see prerequisites)	Low

Prerequisites	<p>In addition to training to this HR, the following training is required before performing work in this HR:</p> <ul style="list-style-type: none">• Read “General Office Safety, Security, and Computer Responsibilities for All Employees” ENV-MAQ-Office, R3.• Follow Directors Instruction 06-002.0 “Worker Departure and Workspace Inspection Processes” http://policy.lanl.gov/pods/policies.nsf/MainFrameset?ReadForm&DocNum=DI06-002&FileName=di06002.pdf.• As part of the DI above, prior to vacating workspaces, workers must complete Form 1669
Wastes or residual materials resulting from process	<p>All office waste needs to be evaluated to determine if it may be a hazardous waste. All unwanted office materials and equipment must be properly reassigned, returned, recycled, or salvaged. Handle excess paper for shredding/burn/recycle as appropriate. Contact the property administrator when equipment with property tags are disposed, salvaged, or reassigned.</p>
Emergency actions to take in event of control failure	<p>For all injuries, provide first aid and make sure the injured person is taken to Occupational Medicine (only if immediate medical attention is not required) or the hospital. Notify supervisor and group office as soon as possible.</p>

[Click here to record “self-study” training to this HR.](#)

NOTE: Training to this document, as recorded in the EDS system, constitutes authorization to perform the work.